

ROUTING AND RECORD SLIP

J-4277

SUBJECT: (Optional)

STAT Revision to Agency Regulations

STAT Director, Office of External Affairs

EXTENSION

NO.

OEXA 82-0227

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PAD

1/28/82 CEW

OS Concurs.

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28 JAN 1982

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To 5: Admiral Inman: FYI. I am told this morning by the NSC Staff Secretary that the memorandum implementing NSDD 19 is to be issued 2 February. (The 15 January version was a draft circulated for comment.)

JBC  
2/1/82

L-117

NSDD-19

29 JAN 1982

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: 

Director, Office of External Affairs

SUBJECT: Revision to Agency Regulations 

1. Action Requested: Approval of changes in Agency Regulations   
 (Public Affairs: Release of Agency Information to Representatives of the  
 Public Information Media) and  (Media Briefings).

2. Background: President Reagan has expressed his concern about unauthorized leaks in National Security Decision Directive Number 19 dated 12 January 1982 (attached). On 15 January Judge Clark issued a memorandum on implementation of NSDD-19 which directs Agency heads to forward draft implementing instructions to the NSC no later than 15 February (attached). In response to this directive, the two Agency regulations mentioned above will be submitted along with other pertinent materials. The revisions recommended take into account recent organizational changes in the public affairs area and enunciate the existing requirement that the DDCI or the Executive Director approve in advance all briefings and interviews with media representatives.

3. Recommendation: Authorize revisions in regulations as identified in attachment.

SECRET

APPROVE:

*W. E. R. Inman*

Deputy Director of Central Intelligence

1 Feb 1982

Date

DISAPPROVE:

Deputy Director of Central Intelligence

Date

OEXA/PAD/CEW/scn/27 Jan 8   
 Distribution:

- Orig. - addressee
- 1 - DDCI
- 1 - D/OEXA
- ① - ER
- 1 - OEXA 82-0227
- 1 - PAD subj.
- 1 - CEW chrono.
- 1 - PAD comeback



# 1. RELEASE OF AGENCY INFORMATION TO REPRESENTATIVES OF THE PUBLIC INFORMATION MEDIA

SYNOPSIS. This regulation sets forth policy and responsibilities that concern contacts with and release of unclassified information to the public information media.

## a. POLICY

- (1) The ~~Director~~ of Public Affairs Division is the focal point for all Agency contacts with public information media (hereinafter referred to as "media") representatives, except for media requests made to the Agency under provisions of the Freedom of Information Act.
- (2) All inquiries, whether official or unofficial, from representatives of the media will be referred to the ~~Office~~ of Public Affairs Division.
- (3) All official responses to inquiries from media representatives will be made by the ~~Director~~ of Public Affairs or by individuals authorized to do so by the ~~Director~~ of Public Affairs.
- (4) In releasing Agency information to media representatives, the ~~Office~~ of Public Affairs will not discriminate among members of the media.
- (5) Under no circumstances will classified information be revealed to the public.

## b. RESPONSIBILITIES

- (1) The ~~Director~~ of Public Affairs Division will:
  - (a) Coordinate all inquiries to the Agency from the media.
  - (b) Advise and assist Agency employees concerning their contacts with representatives of the media.
  - (c) Maintain a central record of all Agency contacts with representatives of the media, both by the ~~Office~~ of Public Affairs and other employees.

- (d) Provide the Office of Security with copies of all reports of contacts with the media.
- (2) Employees, except as authorized by the Director or the ~~Director of~~ Public Affairs, will:
  - (a) Refer all inquiries, whether official or unofficial, from representatives of the media to the ~~Office of~~ Public Affairs Division.
  - (b) Engage in no contact on behalf of CIA with representatives of the media for the purpose of furnishing information for publication.
- (3) Chiefs of overseas and domestic field installations will request guidance and instructions from the ~~Director of~~ Public Affairs Division, if and as required, to carry out the principles of this regulation.
- (4) Operating Officials will periodically bring this regulation to the attention of all individuals under their supervision.
- (5) If classified information should be inadvertently disclosed, the briefer will request the media representative to treat the information as privileged, off the record, and not for publication. The briefer will then report the disclosures promptly through appropriate channels to the ~~Director of~~ Public Affairs Division and the Director of Security.

1 February 1982



### 3. MEDIA BRIEFINGS

SYNOPSIS. This regulation prescribes the policy and specific conditions that govern unclassified media briefings.

- a. GENERAL. Representatives of the press and other public information media (hereinafter referred to as "media") frequently request briefings, interviews, and visits to discuss general Agency policies and programs and/or to obtain substantive facts concerning specific areas or activities of topical interest. It is Agency policy to be as forthcoming as is reasonably possible in the sharing of unclassified information with the American public via the media. For security reasons and to minimize interruptions to the Agency's normal operations, responses are carefully monitored and controlled.
- b. POLICY
  - (1) The ~~Director~~ of Public Affairs Division is responsible for responding to requests for briefings, interviews, and visits from the media and for arranging and monitoring responses. Each such event will be approved in advance by the Deputy Director of Central Intelligence or, in his absence, the Executive Director.
  - (2) Media requests will be considered ~~honored-as-a-general-rule,-but~~ only if consistent with security considerations and if an appropriate briefer is available.
  - (3) Representatives of foreign media or foreign nationals representing domestic media will not be provided briefings, interviews, or visits. Exceptions must be approved by the Director of Central Intelligence.
  - (4) Agency employees contacted directly by a media representative will refer the caller to the ~~Office~~ of Public Affairs Division. Only the

Director of Central Intelligence (DCI), the Deputy Director of Central Intelligence (DDCI), and the Director of External Public Affairs, or the Public Affairs Division are authorized to handle press queries directly or to delegate this authority to other Agency officials.

- (5) Briefings on Agency policies and programs will be made by the DCI, his principal deputies, or such senior official as the DCI may personally direct.
  - (6) The decision to provide a briefing will not discriminate among requesters but will be based on the merits of the request, the sensitivity of the issue, and the availability of knowledgeable Agency briefers.
  - (7) A specific decision to provide a briefing must be made on each individual request. A prior approval may not be used as the basis for honoring a subsequent request.
  - (8) The ~~Director of~~ Public Affairs Division will maintain appropriate materials and provide necessary guidance and advice to assist Agency officials in dealing with the media.
- c. SPECIFIC CONDITIONS. The following specific conditions will apply to all briefings of the media:
- (1) Briefings normally will be conducted in the offices of the ~~Director of~~ Public Affairs Division or in another specifically designated area. It will be the responsibility of the ~~Director of~~ Public Affairs Division or a representative to ensure that the briefer and the representative of the media understand and agree to abide by the guidelines established.

- (2) Under no circumstances will the Agency employee giving the briefings divulge classified information or intelligence sources and methods. The briefer must avoid analytical conclusions that may be source revealing and/or are based on background data of a sensitive nature.
- (3) When applicable, the ~~Director of~~ Public Affairs Division or-designee will advise media representatives that briefings are for background purposes only and not for attribution to the Agency or the employee giving the briefing.
- (4) Individuals giving substantive briefings will confine themselves to the subject of the request.

1 February 1982

THE WHITE HOUSE

WASHINGTON

NATIONAL SECURITY DECISION  
DIRECTIVE NUMBER 19

Protection of Classified National Security Council  
and Intelligence Information

Unauthorized disclosure of classified information under the jurisdiction of the National Security Council and of classified intelligence reports is a problem of major proportions within the U.S. Government. The Constitution of the United States provides for the protection of individual rights and liberties, including freedom of speech and freedom of the press, but it also requires that government functions be discharged efficiently and effectively, especially where the national security is involved. As President of the United States, I am responsible for honoring both Constitutional requirements, and I intend to do so in a balanced and careful manner. I do not believe, however, that the Constitution entitles government employees, entrusted with confidential information critical to the functioning and effectiveness of the Government, to disclose such information with impunity. Yet this is precisely the situation we have. It must not be allowed to continue.

To this end, I hereby establish and direct implementation of the following policies.

Contacts with the Media

All contacts with any element of the news media in which classified National Security Council matters or classified intelligence information are discussed will require the advance approval of a senior official. An administrative memorandum will be prepared as soon as possible after the contact, recording the subjects discussed and all information provided to the media representatives.

Access

The unauthorized disclosure of classified National Security Council information, documents, and deliberations requires further control to limit access and to ensure an accurate record of those who have had access. The number of officials with access to documents relating to NSC matters will be kept to the minimum essential to the orderly conduct of the government's business.

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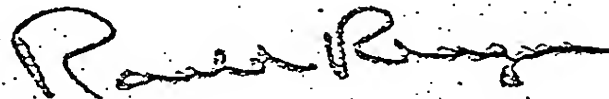


### Investigations

The government's lack of success in identifying the sources of unauthorized disclosure of classified National Security Council information and documents of classified disciplinary information must be remedied and appropriate disciplinary measures taken. Henceforth, in the event of unauthorized disclosure of such information, government employees who have had access to that information will be subject to investigation, to include the use of all legal methods.

### Applicability and Implementation

The provisions of this directive shall be effective immediately and shall apply to all employees of, and elements within, agencies participating in the National Security Council system, including the Executive Office of the President. The Assistant to the President for National Security Affairs is directed to establish the detailed procedures to implement policies.



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ACTION

MEMORANDUM FOR THE SECRETARY OF STATE  
THE SECRETARY OF THE TREASURY  
THE SECRETARY OF DEFENSE  
THE ATTORNEY GENERAL  
THE SECRETARY OF THE INTERIOR  
THE SECRETARY OF AGRICULTURE  
THE SECRETARY OF COMMERCE  
THE SECRETARY OF TRANSPORTATION  
THE SECRETARY OF ENERGY  
THE DIRECTOR, OFFICE OF MANAGEMENT  
AND BUDGET  
THE DIRECTOR OF CENTRAL INTELLIGENCE  
UNITED STATES REPRESENTATIVE TO THE  
UNITED NATIONS  
UNITED STATES TRADE REPRESENTATIVE  
CHAIRMAN, JOINT CHIEFS OF STAFF  
CHAIRMAN, NUCLEAR REGULATORY COMMISSION  
DIRECTOR, ARMS CONTROL AND DISARMAMENT  
AGENCY  
DIRECTOR, OFFICE OF SCIENCE AND TECHNOLOGY  
ADMINISTRATOR, GENERAL SERVICES ADMINISTRATION  
ADMINISTRATOR, NATIONAL AERONAUTICS AND  
SPACE ADMINISTRATION  
DIRECTOR, FEDERAL BUREAU OF INVESTIGATION  
DIRECTOR, FEDERAL EMERGENCY MANAGEMENT  
AGENCY

SUBJECT: Implementation of NSDD-19 on Protection of  
Classified National Security Council and  
Intelligence Information

The President has signed NSDD-19 (attached) on protection of  
sensitive information and has directed that I establish procedures  
to implement its policy guidelines. This memorandum (1) establishes  
procedures for protection of classified National Security Council  
information, (2) directs agency heads to issue instructions in  
conformity with these procedures, and (3) directs the Director of

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Central Intelligence to develop similar procedures for protection of sensitive classified intelligence information.

#### National Security Council Information

National Security Council information includes (1) all information prepared or intended for use by the NSC, its interagency groups as defined in NSDD-2, or its associated committees, and (2) information considered, or pertaining to decisions taken, by these entities. This definition applies to both classified and unclassified information.

#### Contacts with the News Media

All officials of the Administration below the rank of Deputy Secretary will require advance approval for all contacts with the news media that involve subjects that are planned to be, are, or have been considered by the National Security Council, interagency groups as defined in NSDD-2, or their associated committees and groups and that have some aspects which are classified. Prior approval will be obtained from an official not below the Assistant Secretary level. Approval authority may not be delegated below that level. Approval, of course, will only be granted for the unclassified aspects of the subject. Subsequent to the approved interview, an administrative memorandum describing the interview will be forwarded to the approving official. To protect the confidentiality of the exchange, the approving official will retain or disseminate the memorandum only if it is required for the further conduct of official business.

### Access and Investigations

Agencies that handle NSC information will keep the number of individuals with access to such information to the absolute minimum, and they will strictly control document dissemination and reproduction. In order to enforce this requirement, a numbered cover sheet bearing the notation below will be affixed to NSC information at the point that it is first considered at the Assistant Secretary level. By February 1, 1982, the NSC staff will circulate cover sheets to the departments and agencies who will be responsible for further distribution and administration of the cover sheets.

### Notice

The attached document contains sensitive National Security Council information. It is to be read only by individuals with a strict need to know. As a condition of access to this document (including access for administrative purposes), individuals agree by their signature below (1) that they will not discuss the information herein with unauthorized individuals and (2) that they will, in the course of an investigation into unauthorized disclosure, submit to a polygraph examination limited to matters concerning the investigation.

### Implementation

Agency heads will forward draft implementing instructions on the subjects above to the NSC no later than February 15, 1982.

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The DCI will also submit by that date for NSC consideration draft procedures regarding protection of sensitive intelligence information. These procedures will be cleared within the Intelligence Community and dissenting views will be noted.

FOR THE PRESIDENT:

William P. Clark

Attachment

NSDD-19

cc: The Vice President  
Ed Meese  
Jim Baker  
Mike Deaver

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# NATIONAL SECURITY COUNCIL INFORMATION

## Notice

The attached document contains sensitive National Security Council information. It is to be read only by individuals with a strict need to know. As a condition of access to this document, (including access for administrative purposes), individuals agree by their signature below (1) that they will not discuss the information herein with unauthorized individuals and (2) that they will, in the course of and investigation into unauthorized disclosure, submit to a polygraph examination limited to matters concerning the investigation.

## Access List

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CLASSIFICATION